

Kittery Community Center Board of Directors Meeting Minutes 8-15-12

DRAFT

Members Present: Mike Downs, Steve Workman, Bob Markel, Matt Brock, Jeff Thomson, Maureen Convery, Jean Lincoln, D. Allan Kerr, Tess Schneier, Kent Stephens, Christie Salema

Also Present: Janice Grady, Mark Schremmer

Document package for the evening includes: agenda, Steve Workman proposed bylaw revision language, 7-18-12 meeting minutes, Aomori Exchange Letter

1. Call to Order 7pm by Jeff Thomson
2. Workshop with Rice Library Board and Interested FRC members

Discussion about the annex would be a town vote, per Jeff Thompson

Rachael Dennis gave an overview about the Library's Listening Session held on 8-14. Listening session held last night, approximately 72 people attended. It was an open candid discussion about the now and future of the town's library.

The Library BOD and architect went on a 'geeky' Library tour. They visited several newer libraries. They found commonalities; green buildings, well laid out, children's spaces were great, great teen space, and useful quiet spaces.

They shared that the general consensus from attendees was that they'd like the library to be part of the Community Center campus. They gave us copies of the Listening Session handout that they used the prior evening.

Michael Lassel of Lassel Architects shared his thoughts with the BOD; the library would add to the campus completion, enhance the KCC/Library facility. The impact of doing it and the related costs will be looked at as they move forward. They know it will be a collaborative process. They hope to move forward in logical steps with all people informed and that due diligence will be an important part of it.

Jeff Thomson shared his belief that if the board agrees the annex should be destroyed that they will need to prove beyond a doubt that the existing annex footprint won't be suitable for the new building.

Steve Workman asked about where are they in the design process and component designations. Mike Lassel responded that they will evaluate the annex and study adjacencies, public spaces, and continue the discovery process. All concept designs will be shared at each step.

Tess Schneier brings up the use of the term Rec Center vs. Community Center and it's implications.

Chris Perkins, FRC, saddened that both projects have some commonalities and economies of scales could have been upside had this process begun sooner. He further mentioned likely difficulties like to be encountered during this process including; the approval, working with the planning board, ability of the new KCC to get a foot hold with the new facility and how disruptive this may be as we get ourselves on our feet with the KCC.

Jean Lincoln queried whether there are spaces that are could be useful to the library that already exist at the KCC?

Matt Brock asks where the Library is with fundraising. Library has hired Sandy Mitchell (sp?) to run the campaign. Rachael adds that they need a 'design' so she can go forward and that you need the money for the design...the old chicken and egg problem. They are at the very beginning of the fundraising process.

Library Representatives Present

Lee Perkins, Rachael Dennis, Michael Lassel, Lassel Architects

FRC Representative

Chris Perkins

3. Agenda Amendments

Jeff Thomson asked if there are any agenda amendments to be proposed this evening?

Janice Grady asks that a letter from Judy Mitsui be considered.

Mike Downs asks that a situation where non-residents are using the basketball courts at night be added to the agenda.

4. Minutes from 7-18-12 approved, as amended, per Jeff Thomson

5. Board Discussion on Developing Specifics Regarding Alcohol Use Policy

Jeff Thomson gave an overview of Monday night's Town Council meeting. Gary Beers has left the Town Council. The board would need 4 out of 6 votes now. Three of the town councilors would back the policy. Two councilors are adamantly opposed. One is open to entertain the argument.

The long and the short of it is that the KCC BOD is charged with drafting the framework of a policy that we could present to the town council. The town attorney would then draft the ordinance if we can get it through the town council. The process seeds time which we don't have in order to start bringing in revenue for the facility with special function.

Jeff Thomson investigated how the City of Portsmouth allows alcohol in certain circumstances on town property. He was unable to speak to the correct person.

Matt Brock agreed to look for precedent and then share with our Town Council. Councilors want to hear from us the actual specifics of when alcohol could/would/should be allowed.

Bob Markel reminds us that there is an election campaign coming up where 5 out of 7 council 33 seats will be up for election.

Janice Grady wonders about using MMA to get more information perhaps through that network?

A group discussion ensued about how to secure certain areas of the building to control access to beer/wine for special functions.

Matt Brock suggested physically blocking the space or perhaps using day/night slots? How would we arrange it?

Further group discussion about only using licensed caterers in order to protect the town. Even though they would have the responsibility we would still have the liability...

Bob Markel will attempt to get information from his town manager connections to see how other municipalities handle this issue. Will gather and share with us. He also states that we will need to ensure whether our insurance will cover what we are proposing.

Without ability to serve alcohol it will directly affect our ability to make money. Especially trying to market to special events, like an annual meeting.

Steve Workman cautions us that the 'against' alcohol sentiment is out there and that the KCAP group is outspoken. We need to respect the sentiment, plan accordingly, and be intelligent how we package it.

8pm time marker

Is the BOD willing to wait until our 19th of September meeting to go forward on working this issue, Jeff Thomson asks?

Jeff Thomson shares that a sandwich sign in Portsmouth, NH needs \$1million of liability insurance on them.

6. Arts Culture Committee Report

Kent Stephens shares plans to hold open houses organized by discipline: music, theatre, dance, and corporate rental.

Kent Stephens also tells the BOD about plans to hold a Special Event Opening Party. There would be a Major Donor thank you portion of the event and then a dance open to the community with a Great Gatsby theme, complete with classic car motorcade.

Matt Brock wanted clarification about who to contact about using the space? Janice or Arts and Culture Committee?

Maureen Convery shared information about other organizations who show artwork. She said the artists display their work at their own risk. Valuable items have special insurance riders on them. Information that she brought about this subject was given to Kent for review.

7. Fundraising Update

Faith Harrington was not present at the meeting. Kent Stephens shares that we are at \$97K. Gave Janice Grady a check for \$90K today.

8. Status Report on Construction Wind Down-Janice Grady

Punch list is down to 1 page. She states that it is going to take a while to get through the list.

9. Public Comment Inquiry

none

10. Old Business

none

11. New Business

11.A Development Plan Subcommittee

Jeff Thomson reiterates that a long range 5 year KCC development plan needs to be prepared. It will have to be updated annually. If anybody is interested Jeff Thomson asks that they email him and he's looking for 5 people.

Jean thinks the existing KCC sign should be painted. The new sign will be up by the first of the year.

A KCC brochure will be coming out at the end of August that will help drum up KCC foot traffic, per Janice Grady.

Review of the Mitsui letter by the group ensued. Letter asks to relocate the Aomori Exchange Program tree from behind the Town Hall to in front of the KCC. Vote to request the public works group move the plaque: motion in favor from Steve Workman, seconded by Tess Schneier, unanimous by all.

Evening Basketball issue, Mike Downs.

Mike Downs shares that people who don't live in Kittery are using our facility. BOD thoughts about this asked?

General discussion ensued. Suggested to track resident/nonresident usage for several months and evaluate then.

Jeff Thomson asks Janice if there is an AED? Janice shares that there are two in the facility and that she would like to get more.

11.B Steve Workman's information on bylaws

An overview by Steve Workman of his proposed bylaws language changes was given. The BOD had a general discussion about several of the parts. Jeff Thomson reminds us that the term "lease" can't be used in the language. Matt Brock leads a discussion about keeping the BOD's function less defined in the language. Jeff Thomson asked Matt Brock if he'd consider writing this up for discussion at our next meeting in September?

<<section 13, article talks of responsibilities of this board. proposes mission statement first sentence here. primary respons A-E see notes>>

Steve Workman asks if we wish to further discuss section 14 about committees and further definition. Should there be language put in to cover this? General discussion ensued. Not much interest in wording Executive Committee language.

Standing Committee clarification may be useful, sentiments aired by Jeff Thomson and Kent Stephens.

Committee Make-up discussion, general thoughts were that it would be helpful.

Youth Board Position discussion brought up by Steve Workman. Consider whether youth position could be a voting member? General discussion, useful? Appropriate? Janice Grady thinks it would be beneficial. How would it be structured? Window dressing vs. useful? Jeff reminds us that they are not voters or tax payers and that it would make 12 people on the board which would affect votes...agreed it merits further discussion.

Janice Grady shares concern from a tenant in the annex (Hope Project, hospice). They won't have the \$400 upfront (monthly rent) and wonders if we can prorate monthly rent to make parts aggregate and all add up to the same \$\$ at the end of their rental term. Bob Markel thinks it requires a discussion. Consensus is that if the Town of Kittery money people think it is fine, the board would follow their lead.

12 Next meeting date set for 9-19-12

13. Adjournment motion by Kent Stephens and seconded by Bob Markel, approximately 9pm